

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB05-38

Date: October 20, 2005
Expiration Date: 6/30/06
69:66:jw:9495

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CAPACITY BUILDING TRAINING NEEDS ASSESSMENT

The Capacity Building Unit of the Workforce Investment Division is taking this opportunity to assess the prospective training needs of our Workforce Investment Act customers. Attached is a list of training topics arrayed in three categories. Please follow the instructions on the attachment to prioritize the topic training areas you feel are most important.

We would like to get your feedback relative to the training needs of your organization in order to ensure our training services are targeted and pertinent.

Please return the attachment by no later than December 1, 2005. The attachment should be sent to:

ATTN: Terri Austin, CBU
Workforce Investment Division, MIC 69
Employment Development Department
PO Box 826880
Sacramento, CA 94280-0001

OR:

taustin@edd.ca.gov

Your assistance will make it possible for us to continue to operate in a spirit of excellence by providing training that is customized to meet your needs.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachment

TRAINING NEEDS ASSESSMENT

ATTACHMENT

NAME _____ ORGANIZATION _____

- Which of the following most closely relates to your position and/or job title?
☐ Working with Participants ☐ Administration ☐ Management/Supervisory ☐ Other (specify) _____
- From the potential training "shopping list" below, please check no more than **ten** choices that you feel would be helpful to accomplish the tasks associated with your job and that should be considered a priority for training. Choices may be selected from any category.

Programmatic	Professional Development	Regulatory
<input type="checkbox"/> Participant Plans	<input type="checkbox"/> Presentation Skills	<input type="checkbox"/> WIA Fiscal Requirements
<input type="checkbox"/> Resource Management / Mapping	<input type="checkbox"/> Stress Management	<input type="checkbox"/> WIA Administrative Requirements
<input type="checkbox"/> Assessment Tools	<input type="checkbox"/> Diversity Training	<input type="checkbox"/> Memoranda of Understanding
<input type="checkbox"/> Job Development	<input type="checkbox"/> Communication Skills	<input type="checkbox"/> Performance under WIA: Youth
<input type="checkbox"/> Career Development / Career Ladders	<input type="checkbox"/> Training for Trainers	<input type="checkbox"/> Performance under WIA: Adult & Dislocated
<input type="checkbox"/> Case Management	<input type="checkbox"/> Facilitation Skills	<input type="checkbox"/> WIA Eligibility Requirements
<input type="checkbox"/> Labor Market Information	<input type="checkbox"/> Brokering Skills	<input type="checkbox"/> Documentation Requirements
<input type="checkbox"/> Participant Empowerment	<input type="checkbox"/> Leadership Skills	<input type="checkbox"/> Reporting
<input type="checkbox"/> Youth Advisory Groups / Youth Councils	<input type="checkbox"/> Coaching Skills	<input type="checkbox"/> Common Performance Measures
<input type="checkbox"/> Job Retention	<input type="checkbox"/> Planning (Strategic /Operational)	<input type="checkbox"/> Costs (allowable, disallowed, in-kind)
<input type="checkbox"/> Business Services	<input type="checkbox"/> Project Management	<input type="checkbox"/> WIA Orientation
<input type="checkbox"/> Effective Service Strategies - Adult	<input type="checkbox"/> Time Management	<input type="checkbox"/> Job Training Automation (JTA) System
<input type="checkbox"/> Effective Service Strategies - Youth	<input type="checkbox"/> Grant Writing / Development	<input type="checkbox"/> Equal Employment Opportunity
<input type="checkbox"/> Out-of-School Youth	<input type="checkbox"/> Marketing Skills	<input type="checkbox"/> WIA Monitoring
<input type="checkbox"/> Participant Incentive Programs	<input type="checkbox"/> Personal Computer Skills	<input type="checkbox"/> Prepare and Plan for Audits
<input type="checkbox"/> Older Workers	<input type="checkbox"/> Conflict Resolution	<input type="checkbox"/> Property Requirements under WIA
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Problem-Solving Techniques	<input type="checkbox"/> Procurement Processes and Requirements
<input type="checkbox"/> ETPL: How to Apply, Obtain Eligibility	<input type="checkbox"/> Managing Transition / Change	<input type="checkbox"/> Understanding OMB Circulars (for WIA)
<input type="checkbox"/> Individual Training Accounts	<input type="checkbox"/> Developing and Managing Budgets	<input type="checkbox"/> Grievances / Complaints Process
<input type="checkbox"/> Interagency Collaboration	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Section 188 – Non Discrimination
<input type="checkbox"/> Employer Marketing	<input type="checkbox"/> Partnering Skills	<input type="checkbox"/> Americans with Disabilities Act
<input type="checkbox"/> "Hard-to-serve" Youth *	<input type="checkbox"/> Contract Management	<input type="checkbox"/> Cost Allocation Plans / Pools
<input type="checkbox"/> "Hard-to-serve" Adults **	<input type="checkbox"/> Dealing with "Difficult" or Angry People	<input type="checkbox"/> Program Income / Fee for Service

* Hard-to Serve Youth: Includes several different topics such as: Foster Youth, Learning Disabilities, Ex-Offenders, Children of Ex-Offenders and Migrant Youth issues that have been combined for survey purposes

** Hard-to Serve Adults: Includes several different topics such as: Physical Disabilities, Learning Disabilities, Substance Abuse, Domestic Violence, Non- Custodial Parent, Mental Health, Ex-Offender, Transportation, and Homeless issues that have been combined for survey purposes.

- Additional training topics or suggestions? (use reverse as necessary) _____

- Preferred training format: ☐ Annual Conference ☐ Regional Forum ☐ Classroom ☐ Workshop ☐ On-Line

[Form in MS Word](#)